



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

March 4, 2010

Edgar Misola, KPO Manager
Architectural Area Lighting
14249 Artesia Blvd
La Mirada, CA 90638

Dear Mr. Misola:

RE: FINAL MONITORING VISIT REPORT for Architectural Area Lighting – ET08-0365

Date of the Visit:	02/23/10
Beginning/Ending Time:	12:00 a.m. – 1:00 p.m.
Date of Last Visit:	04/29/08
Visit Location:	La Mirada
Persons in attendance:	Edgar Misola, KPO, Manager Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	2/04/08 – 2/03/10	Agreement Amount:	\$45,080
Training Start Date:	02/26/08	No. to Retain:	80
Date Training must be Completed:	11/04/09	Range of Hours:	24 - 80
Type of Trainee:	Retrainee/New Hire	Weighted Ave. Hours:	32

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

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(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

The Agreement was executed on 2/22/08 and training began on 2/26/08. You reported that all training was completed on 10/07/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 2/03/10.

• PROJECT STATUS

Architectural Area Lighting records indicated that 21 trainees have completed training and the 90-day retention period (26% of planned retentions). This represents potential earnings of approximately \$19,242 (41.75**% of the encumbered total \$45,080). Current records show that Architectural Area Lighting has received \$14,431.50 in progress payments and the close-out invoice is currently being processed by the Fiscal Unit.

Note: All progress payments are earned only after the training and employment retention are completed and the Contractor completes all other requirements in the Agreement. Trainees who complete less than the minimum (24 hrs) hours of training are not eligible for reimbursement.

In reference to the overall experience Architectural Area Lighting had in implementing the ETP project, you addressed the following questions:

- The reason(s) why Architectural Area Lighting was unable to complete all training for the 80 trainees specified in the Agreement?

The training started with 63 trainees in early 2008. However, from the middle of 2008 until 2009 the economic situation started to affect operations and 35% of the staff was terminated before they met the minimum number of training hours required in the Agreement. In better times, the company would have been able to complete the whole training program.

- What barriers, if any, did your company experience in implementing your ETP project?

There were no barriers in implementing the ETP project.

- What problems, if any, did your company experience with ETP record keeping?

There were no problems with record keeping.

- What assistance could ETP have provided that would improve the process for future Contractors?

The current process is okay.

- How did your company benefit from the ETP training?

The training gave our employees the tools and education needed not only in their work but also the necessary knowledge for their future endeavors.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	80	21	0	21	3	21
Totals :	80	21	0	21	3	21

The data submitted by the Contractor, as shown above, is in agreement with the data on the current Contract Status Report.

ATTENDANCE ROSTERS:

The Analyst reviewed all attendance records for the 21 trainees who completed training and the 90-day retention period. The records reviewed were in conformance with ETP requirements.

AUDIT:

Architectural Area Lighting will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or gpelaez@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Audit & Programs Operations Division
Kulbir Mayall, Manager, Cert & Fiscal Unit
Master File
Project File

Date report mailed to Contractor 3/4/10